

BY ORDER OF THE COMMANDER

**FAIRCHILD AIR FORCE BASE
INSTRUCTION 21-005**



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Maintenance

MAINTENANCE DEBRIEF OPERATIONS

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This instruction summarizes the 92d Air Refueling Wing (ARW) Maintenance Debrief policies and operating procedures. This instruction supersedes all previous 92 ARW Maintenance Debrief Operating Instructions. All applicable personnel listed herein will comply with the policies outlined in this document. All suggested changes will be forwarded to the maintenance debrief office for consideration and/or approval. This publication does not apply to the Air National Guard or the Air Force Reserve Center. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C., 37 U.S.C., and E.O. 9397. Ensure all records created by this instruction containing For Official Use Only (FOUO) information are marked "For Official Use Only" at the bottom of each page IAW DOD 5400.7-R, *DOD Freedom of Information Act Program*. Ensure each paragraph containing FOUO information is marked as such. Maintain and dispose of all records created by processes prescribed in this publication IAW AFMAN 37-139, *Records Disposition Schedule*. See **Attachment 1** for glossary of references and supporting information. Time, money, system reliability and ultimately, aircraft availability are directly impacted by how well the debriefing function is performed. Effective debriefs directly impact flying hour and Aviation Petroleum Oil and Lubrication (AVPOL) programs money as well as effecting systems reliability. They bring the crew into the systems reliability process by involving them in a thorough evaluation of discrepancies they have identified, as well as ensure the accurate accounting of flying data and times.

SUMMARY OF REVISIONS

The following outline the maintenance debriefing responsibilities. Paragraph **1.1.** outlines the responsibilities of Maintenance Debrief, paragraph **1.2.**, Flying Crew Chiefs; paragraph **1.3.**, Aircraft Maintenance Unit (AMU); paragraph **1.4.**, Aircraft Commander, paragraph **1.5.**, Aircraft Maintenance Unit Production Supervisor; paragraph **1.6.**, Maintenance Operations Center, and paragraph **1.7.**, Long Range Scheduling. Paragraph **2.1.** outlines the home station debriefing procedures. Paragraph **2.2.** outlines the deployed debriefing procedures. This instruction has been rewritten for clarity. **A bar (|) indicates a revision from the previous edition.**

1. Responsibilities:

1.1. Maintenance Debrief will:

- 1.1.1. Establish a formal (off the flight line) debriefing function.
- 1.1.2. Ensure personnel assigned are knowledgeable of at least one weapon system on the aircraft they will debrief.
- 1.1.3. Perform a weekly flying audit with the 92d Operations Support Squadron (OSS)/OSOX (Long Range Scheduling) and ensure corrections are made within 1 duty day.
- 1.1.4. Coordinate an end-of-month flying audit with Long Range Scheduling on or about the 1st of the following month and correct all errors found within one duty day. All corrections must be posted by close of business on the 3rd of the month. Corrections made after the 4th of the month must be sent to the 92 OSS/OSOX, 701 S. Taxiway G Road, Fairchild AFB WA 99011.
- 1.1.5. Send the AFTO Forms 782, **KC-135R In-Flight Data**, to 92d Maintenance Operations Squadron (MOS), Engine Management, 201 W. Arnold St., Fairchild AFB WA 99011.
- 1.1.6. Forward oil-servicing data to Engine Management weekly.
- 1.1.7. Perform quality assurance checks on all debriefs daily.
- 1.1.8. Maintain a copy of the last five debriefing forms (recaps) in the aircraft forms binder right after the AFTO 781 section and in the debrief record file to facilitate identification of repeat/recurring discrepancies in the event the aircraft recovers away from home station.
- 1.1.9. Ensure sufficient debrief personnel coverage.

1.1.10. Remove AF Form 664, **Aircraft Fuels Documentation Log**, from aircraft forms binder and hand to aircraft commander.

- 1.1.10.1. Assist aircraft commander in ensuring all areas of AF Form 664 are filled out completely.
- 1.1.11. Ensure boom operator completes the appropriate checklist for all air refueling system discrepancies.

1.2. Flying Crew Chief (FCC) will:

- 1.2.1. Attend the aircraft maintenance debrief upon return to home station, ensuring all off station non-compatible G081 discrepancies from the AFTO Form 781A, **Maintenance Discrepancy and Work Document**, are entered.
- 1.2.2. Log the fuel receipts on the front of the AF Form 664.
- 1.2.3. Legibly fill out, certify its accuracy and sign the front of the AF Form 664.
- 1.2.4. Ensure all requirements of section **2.2.** are completed while deployed.

1.3. AMU will:

- 1.3.1. Ensure FCCs assigned to off-station missions are briefed, trained and familiar with AF Form 664 procedures prior to TDY or deployments.

1.3.2. Verify all Gold Card purchases, including fuels documents, with the aircraft commander after TDY or deployments and rectify any errors on the AF Form 664 when notified by the Wing Refueling Document Control Officer (WRDCO).

1.3.3. Ensure FCCs attend aircraft debrief upon return from deployment.

1.3.4. Ensure all aircraft flight documents from aircraft returning from deployments and TDYs are forwarded to 92 AMXS/MXAS, Aircraft Maintenance Debrief immediately.

1.3.5. Ensure all requirements of section **2.2.** are completed while deployed.

| 1.4. Aircraft Commander (AC) will:

1.4.1. Ensure AFTO Form 781, **ARMS Aircrew/Mission Flight Data Document**, is completely filled out and accurate.

1.4.2. Ensure DD Form 791, **DOD In-Fight Issue Log**, is accurate and completely filled out and the boom operator checks with the Reliability and Maintainability Information System database.

1.4.3. Ensure DD Form 791 is properly annotated to reflect the correct quantity of locally jettisoned fuel (if any) in addition to any other off-loads. Ensure AF Form 2519, **Fuel Dump**, is completed and given to the debrief section.

1.4.4. Ensure the AF Form 664 is properly certified and signed by the FCC. Turn in completed AF Form 664 to WRDCO via the approved box in the maintenance debrief office (room 109).

1.4.5. Complete all appropriate discrepancy and special-action checklists to include, AMC Form 97, **AMC In-Flight Emergency and Unusual Occurrence Worksheet**, FAFB Form 40, **Functional Check Flight Check Sheet**, and AF Form 853, **Air Force Bird Strike Report**.

1.4.6. Ensure completion of AFTO Form 782 when the Turbine Engine Management System (TEMS) download unit is inoperative or unavailable.

1.4.7. Ensure the FCC is present for debriefing and completes requirements of section **1.2.** following a TDY.

1.4.8. Ensure requirements of section **2.2.** are completed while deployed.

| 1.5. AMU Production Supervisor will:

1.5.1. Ensure a 5-level or higher Comm/Nav and/or Instrument and Flight Controls specialist are sent to maintenance debrief for each debriefing if avionics discrepancies are reported.

1.5.2. Ensure any additional maintenance personnel required for debriefing are promptly dispatched to maintenance debrief when requested or required, such as repeat or recur and landing gear discrepancies.

1.5.3. Ensure oil servicing for each aircraft is reported to maintenance debrief prior to picking up the aircraft forms.

1.5.4. Ensure the aircraft forms are picked up from maintenance debrief upon notification of their completion.

| 1.6. Maintenance Operations Center will:

1.6.1. Notify maintenance debrief of all cancellations, changes, tail swaps and aircraft flying that were not previously on the schedule as they occur.

1.6.2. Inform the maintenance debrief personnel on weekend/standby duty of all weekend flying schedule changes.

| 1.7. 92 OSS/OSOX will:

1.7.1. Perform a weekly flying time audit with maintenance debrief and correct all errors discovered within 1 day.

1.7.2. Perform an end-of-month flight time audit with maintenance debrief on or about the first of the following month and correct all errors found within 1 day. All corrections must be posted by COB on the 3rd of the month. Changes posted after the 4th of the month must be sent to 92 OSS/OSOX at 701 S. Taxiway G Rd, Fairchild AFB WA 99011.

1.7.3. Notify maintenance debrief of all changes made on AFTO Forms 781.

1.7.4. Ensure all requirements of section **2.2.** are completed while deployed.

2. Procedures:

| 2.1. Home Station Debriefing Procedures:

2.1.1. As a minimum, the AC and maintenance debrief personnel are to conduct a formal debrief of each sortie using Checklist 8 of AFI 21-101 AMC1 CL-8, *KC-135 E/R/T Debriefing Checklist*.

2.1.2. AMU specialist and maintenance squadron technicians will be present at debrief when discrepancies exist that require interaction with the flight crew, such as repeat or recur and landing gear discrepancies.

2.1.3. Debrief personnel ensure the accuracy of blocks 1-17 on the AFTO Form 781 and initial the maintenance review block.

2.1.4. Debrief personnel enter the information from the AFTO Form 781 into G081 prior to the crew leaving and tape over blocks 11, 12 and 13 to ensure time accuracy.

2.1.5. Debrief personnel ensure the organization, home station, Mission Design Series, tanker serial number, major command, call sign, quantity of fuel off-loaded and total off-load blocks on the DD Form 791 are completed.

2.1.5.1. Collect AFTO Form 782 in the case of TDY returns or when the TEMS is inoperative. Ensure the aircraft number, pilot's name/crew, date/time take-off and flight time blocks are correct. If TEMS was not accomplished, have the AC give a narrative to the right of the engine performance data explaining the reason.

2.1.5.2. Ensure blocks 7, 9, 10, 13 and 14 of AFTO Form 781H, **Aerospace Vehicle Flight Status and Maintenance**, are completed IAW T.O. 00-20-5, *Aerospace Vehicle/Equipment Inspection and Documentation*.

2.1.5.3. Ensure AFTO Form 781A date discovered, discovered by and grade blocks for each discrepancy block are properly filled out and readable IAW TO 00-20-5.

2.1.5.4. Debriefer assigns a symbol, job control number, appropriate work center and work unit code to all discrepancies.

2.1.5.4.1. Write the words "repeat" or "recur" in red to identify these discrepancies IAW AFI 21-101 AMC SUP1.

- 2.1.5.4.2. Failed in-flight checks, not directed by technical data, will be annotated as a repeat/recur using the criteria above.
 - 2.1.5.5. Enter appropriate inspection packages, to include but not limited to: panels & inlets, G Files, KC-10, etc.
 - 2.1.5.6. Ensure completion of AMC Form 97 for all in-flight emergencies (IFE).
 - 2.1.5.7. Ensure completion of AF Form 853 for all aircraft bird strikes.
 - 2.1.5.7.1. For wildlife strikes, debrief will load the appropriate foreign object damage inspection package of "Aircraft" or "Engine" into the G081 maintenance collection system.
 - 2.1.5.7.2. Make two copies of all wildlife strike reports, one for the production supervisor and one for debrief records. Forward or fax report to 92 AMXS/MXA, wing safety and quality assurance. Place original report at the front of the AFTO Form 781A in the aircraft forms binder.
 - 2.1.5.7.3. For all wildlife strikes involving engines, provide a copy of wildlife strike report to engine management and engine tech representative.
 - 2.1.5.8. Ensure completion of AFI 21-101 AMC1 CL-8 and place it in the beginning of the AFTO Form 781A.
 - 2.1.5.9. In case of a local fuel jettison, ensure DD Form 791 is properly annotated with a single line entry to reflect the correct quantity jettisoned in addition to any other off-loads. Ensure local fuel dump forms are completed by the crew and forwarded to the agencies listed on the form.
 - 2.1.5.10. Ensure completion and accuracy of information of Debrief Daily Flying Log.
 - 2.1.5.11. Ensure all debriefing data from the AFTO Form 781 and AFTO Form 781A are completely and accurately entered in G081.
 - 2.1.5.12. Upon completion of the debriefing, notify the Production Supervisor to obtain oil servicing.
 - 2.1.5.13. During return-to-home-station debriefs, review the AFTO Form 781A and AFTO Form 781K, **Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document**, for deferred and delayed discrepancies and assign job control numbers as applicable.
 - 2.1.6. Ensure AF Form 664 is returned to AC at end of debrief for turn in to Wing Refueling Document Control Officer.
 - 2.1.7. Perform debrief for aircraft returning from deployments (i.e., Operation ENDURING FREEDOM) at 311 Arnold, Fairchild AFB WA 99011, Hangar 4, at the Combat Readiness section's (LGTR) formal debriefing area.
- | 2.2. Deployed Debriefing Procedures.
- 2.2.1. The senior deployed maintenance officer/NCO ensures debriefing documents are completed IAW AFI 21-101 AMC SUP1 and are sent to the 92 AMXS/MXAS Aircraft Maintenance

Debrief, 901 W. Boston Avenue, Room 109, Fairchild AFB WA 99011, on a weekly basis by e-mail or fax.

2.2.2. Use automated debrief tools as the primary debriefing instrument. If G081 is available at the deployed location, G081 will be used. Use AMC Form 278, **Debriefing and Recovery Plan**, or locally devised products in debrief deployment kits if G081 is not available. If manual forms are used, send documents to home station for data transcribing by the most expeditious means available. Retain duplicates at the deployed site to help in future debriefings. Turn in, validate and reconcile all documents with home station debriefing section upon redeployment IAW AFI 21-101, *Aerospace Equipment Maintenance Management*.

2.2.3. Ensure all deployed aircraft discrepancies are loaded in G081 and signed off by the appropriate technician using Debrief Reference Guides available from 92 AMXS. Manual methods will be used as outlined in Debrief Reference Guide if G081 is not available. Completed documents) will be returned to home station at earliest opportunity.

2.2.4. Personnel performing debriefing duties will ensure all steps of section **2.1.** of this document are completed for every aircraft sortie.

2.2.4.1. Debriefer collects completed AFTO Form 782 (when TEMS not operable), from the AC and ensures the aircraft number, pilot's name/crew, date/time take-off and flight time blocks are correct. If TEMS was not accomplished, have the AC give a narrative to the right of the engine performance data explaining the reason.

2.2.4.2. Debriefer copies completed AFTO Forms 781 for return to home station.

2.2.5. Following TDYs involving minimal maintenance support, the AC (or FCC if available) will ensure that the AF Form 664 is properly completed and submitted to the home station WRDCO.

3. Forms.

3.1. Adopted Forms. AFTO Form 782, **KC-135R In-Flight Data**, AF Form 664, **Aircraft Fuels Documentation Log**, AFTO Form 781A, **Maintenance Discrepancy and Work Document**, AFTO Form 781, **ARMS Aircrew/Mission Flight Data Document**, DD Form 791, **DOD In-Flight Issue Log**, AF Form 2519, **Fuel Dump**, AMC Form 97, **AMC In-Flight Emergency and Unusual Occurrence Worksheet**, AF Form 853, **Air Force Bird Strike Report**, AFTO Form 781H, **Aerospace Vehicle Flight Status and Maintenance**, AFTO Form 781K, **Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document**, AMC Form 278, **Debriefing and Recovery Plan**.

3.2. Prescribed Forms. FAFB Form 40, **Functional Check Flight Check Sheet**.

ANTHONY M. MAUER, Colonel, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101, *AMC SUP1, Aerospace Equipment Maintenance Management*
AFI 21-101 AMC1 CL-8, *KC-135E/R/T Debriefing Checklist*
AFI 21-101, *Aerospace Equipment Maintenance Management*
TO 00-20-5, *Aerospace Vehicle/Equipment Inspection And Documentation*
DOD 5400.7R, *DoD Freedom of Information Act Program*
AFMAN 37-139, *Records Disposition Schedule*

Abbreviations and Acronyms

AC— Aircraft Commander
AMXS— Aircraft Maintenance Squadron
AMU— Aircraft Maintenance Unit
ARW— Air Refueling Wing
AVPOL— Aviation Petroleum Oil and Lubricants
FCC— Flying Crew Chief
FOUO— For Official Use Only
IFE— In-Flight Emergency
MOS— Maintenance Operations Squadron
OSS— Operational Support Squadron
TEMS— Turbine Engine Management System
WRDCO— Wing Refueling Document Control Officer